


# FLORIDA HIGHWAY PATROL

## POLICY MANUAL

	<b>SUBJECT</b> VEHICLE EQUIPMENT AND MAINTENANCE	<b>POLICY NUMBER</b> 6.03
	<b>APPLICABLE CALEA STANDARDS</b> 41.3.1, 41.3.2, 41.3.3	<b>ISSUE DATE</b> 02/01/96
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		<b>TOTAL PAGES</b> 7

### 6.03.01 PURPOSE

To provide guidelines for issuance, installation and maintenance of vehicle equipment.

### 6.03.02 POLICY

It is the policy of the Florida Highway Patrol that each patrol vehicle be uniformly equipped with proper and adequate equipment necessary to fulfill the duties and responsibilities of the agency. In addition, authorized equipment will be properly installed and maintained as well as the patrol vehicle itself.

### 6.03.03 OBJECTIVES

- A. To provide guidelines to assure that adequate supplies and necessary equipment are uniformly issued or installed in each patrol vehicle.
- B. To assure that the patrol vehicle and issued equipment are properly maintained.

### 6.03.04 RESPONSIBILITIES

- A. The Troop Commander or his/her designee shall physically inspect each motor vehicle under their command at least once monthly, noting the cleanliness and general condition of the vehicle, as well as noting that each patrol vehicle is adequately supplied with the necessary equipment and supplies. The results of this inspection shall be placed on the appropriate Division inspection form.
- B. Supervisors' Responsibilities:
  - 1. All repairs to Division vehicles shall be authorized by a supervisor and in compliance with DHSMV Management Manual Policy #10.02 and the Department Purchasing Manual.
  - 2. No repairs or equipment replacements are to be made to a vehicle on the trade list unless essential to its functional safety. Interior or exterior cosmetic repairs must be authorized by the Troop Commander.
- C. Members' Responsibilities:
  - 1. Prior to each shift, members are responsible for:

- a. Assuring that their patrol vehicle is properly equipped with shotgun, extra ammunition, appropriate traffic safety equipment, first aid kit, infectious disease control kit, fire extinguisher, and communications equipment as well as Division forms.
  - b. Inspecting the assigned patrol vehicle for damage and readiness for service. Special attention should be given to brakes, lights, and emergency equipment.
  - c. Immediately reporting any damage or faulty/inoperative equipment to their supervisor.
2. Periodic checks are to be made of the following:
- a. Tires should be checked weekly while cool for proper inflation.
  - b. Tires should be inspected weekly for nails, cuts or other defects including excessive wear and “cupping.”
  - c. Tires should be rotated as recommended by the manufacturer.
  - d. Brakes should be checked for wear every 5,000 miles.
  - e. Oil level shall be checked each time gasoline is purchased and maintained at the proper level. Fluid levels should be checked and changed as recommended by the manufacturer.
  - f. Change oil, filter and lubricants at intervals as recommended by the manufacturer. Air filters are to be changed as needed.
  - g. Inspect drive belts and battery terminals for corrosion weekly.
  - h. Cooling system should be kept clean and full at all times with a year-round 50/50 mix of coolant and water.
  - i. Patrol vehicles shall use regular unleaded gasoline and the tank shall be sufficiently filled at all times.

#### **6.03.05 PROCEDURES**

##### **A. AUTHORIZED VEHICLE EQUIPMENT**

No equipment may be installed on the vehicle unless it is authorized or issued by the Division. Authorized equipment to be installed on marked patrol vehicles includes the following:

- 1. Patrol vehicle radio and components will be installed in a location and manner determined by the Chief Technology Officer. Installations will be performed by or overseen by the Central Installation Manager.

2. Division approved emergency lights are to be installed to specifications set forth for the make and model vehicle. Installations will vary for both top mount and slick top patrol vehicles.
3. Electronic siren installation shall adhere to specifications set forth for the make and model of the patrol vehicle.
4. Shotgun racks will be installed in a manner that will not interfere with the deployment of airbags installed in the vehicle.
5. Trunk equipment includes one fire extinguisher, one first aid kit, one infectious disease control kit, disposable blankets, fuses, battery booster cables and one 4-way lug wrench. All equipment stored in a patrol vehicle trunk will be arranged in accordance with safe trunk loading directions developed by the vehicle manufacturer and the IACP LESS Committee.
6. Personally owned citizens band radios and police scanners are authorized at the members' personal expense. Installation shall be performed or overseen by the local communication technician or by a vendor who is approved by the agency.
7. Cellular mobile telephones and pagers are authorized to be carried in the patrol vehicle. The telephone will not be permanently installed. However, a magnetic antenna and a cigarette lighter adapter plug for power supply are acceptable. The window mounting procedure that involves the use of an adhesive to affix the antenna base to the rear window is also permitted.
8. Legally allowable after market window sunscreening material on patrol vehicles is permitted at the member's expense, with limited exceptions as identified below:
  - a. **Only** "3M Color Stable 35", "Llumar ATX40", and "Llumar AT35" sunscreening materials are allowable and shall be used for all window applications (side and rear).
  - b. Sunscreening material must be applied by a reputable and professional installer who shall affix the label required by Section 316.2955, Florida Statutes, to the inside left door jamb of the patrol vehicle.
  - c. Sunscreening material may be installed around, but not in front of emergency lighting equipment. Under no circumstances will optional suncreening material be allowed to obscure Division installed emergency lighting equipment.
  - d. Sunscreening is not allowed on the front windshield.
  - e. Members shall ensure that sunscreening material is properly maintained and in good condition.

- f. Prior to installation, members will notify their immediate supervisor of their intent to install window sunscreening material. Immediate supervisors shall:
  - (1) Be responsible for verifying the sunscreening material is of the manufacturer, type and light transmittance indicated above.
  - (2) Document this verification in the “comments” section of the Monthly Inspection Form during each monthly inspection.
  - (3) Ensure that members properly maintain sunscreening material installed on their assigned patrol cars. Sunscreening material that is damaged, discolored or loose shall be professionally replaced or removed from the vehicle at the member’s expense.
- g. Pursuant to Section 316.29545(2), Florida Statutes, vehicles assigned to undercover or canine operations are exempt from sunscreening requirements and may, therefore, exceed otherwise allowable levels. Sunscreening material for these applications is necessary for Division operations and is authorized for agency purchase with supervisory approval.
  - (1) Canine vehicles will use “3M Color Stable 35%” sunscreening material on the windows adjacent to front seat passengers. Other windows may have sunscreening material with less light transmittance.
  - (2) The level of light transmittance acceptable on undercover vehicles will be determined by the Chief of Investigations.
  - (3) Installation of sunscreening material on Bureau of Investigation and Office of Professional Compliance vehicles will be inspected and approved by the member’s immediate supervisor.

## B. UNAUTHORIZED EQUIPMENT

- 1. Except as provided in Section 6.03.05(A) above, no other radio transmitters or equipment capable of becoming transmitters are permitted. This includes programmable transceivers, business radios, or police radios owned by other law enforcement agencies unless the above equipment is specifically authorized by the Chief Technology Officer. In addition, any modification to allow Division communications equipment to either transmit or receive any radio frequencies other than those assigned to the Florida Highway Patrol is prohibited unless specifically authorized by the Director.
- 2. No unauthorized equipment or personal modifications on patrol vehicles are permitted. This includes decals, stickers, tags, and installed equipment, unless required by law or authorized by the Division.

#### C. SECURITY OF EQUIPMENT

1. In the event a patrol vehicle is left for service or repair, all equipment not permanently attached shall be removed and stored at a secure facility. In the event that the trunk of the vehicle will not be accessible by the service personnel, the equipment may be stored in the trunk. However, all firearms, TRT equipment, and ASR shall be removed from the vehicle.
2. Members on leave, special detail or other special assignment, including Educational Leave with Pay, may park their patrol vehicles at their residence. However, members may park their patrol vehicle at their duty station if a perceived security risk exists while they are on extended leave. When electing to park a patrol vehicle at their residence, members must:
  - a. Ensure that the vehicle is accessible should the need arise to put the vehicle into service.
  - b. Ensure that a supervisor has a set of keys for the vehicle.

If it is determined that a security risk exists or there is a shortage of spare patrol cars, the Troop Commander may require that a member park his/her patrol car at the duty station while on leave.

#### D. RETURN OF EQUIPMENT ON TRANSFER

1. In the event of a member's transfer from one troop to another, the following equipment is to remain in the troop the member is leaving:
  - a. Patrol vehicle with siren, PA system and police radio.
  - b. Shotgun rack.
  - c. Fire extinguisher.
  - d. First aid kit.
  - e. Portable reflectors.
  - f. Four-way lug wrench.
  - g. Homicide equipment (except the Traffic Homicide Investigations Manual, which shall remain with the member).
  - h. Rechargeable flashlight and bracket.
  - i. All Tactical Response Team equipment.
2. Exception - In the event of transfer within the troop, the member shall retain the following equipment when he/she reports to his/her new duty station:
  - a. Patrol vehicle with siren, PA system and police radio.
  - b. Shotgun and shotgun rack.

- c. Fire extinguisher.
- d. First aid kit.
- e. Portable reflectors.
- f. Four-way lug wrench.
- g. Homicide equipment.
- h. Rechargeable flashlight and bracket.
- i. All Tactical Response Team equipment.

E. OTHER MAINTENANCE PROCEDURES

1. The following items are to be maintained in each Division vehicle:
  - a. State gasoline credit card.
  - b. DOT computer chip key.
  - c. Maintenance card.
  - d. Non-revenue toll card.
  - e. County fuel cards/keys, where applicable.
2. Each member shall have the speedometer on his/her assigned patrol vehicle calibrated every six months. A certificate showing the date and results of the calibration is to be kept by the member and a copy is to be forwarded to the station where the vehicle is assigned.
3. A maximum of two car washes are authorized each month. Additional washes must be approved by a supervisor. Patrol vehicles shall be kept clean inside and out at all times.

F. CHARGES AND BILLING FOR MAINTENANCE

1. Gasoline and oil may be obtained from:
  - a. State "G" stations using the DOT computer chip key.
  - b. County gas pumps when an agreement exists between the Division and the county.
  - c. Commercial gas stations. At commercial gas stations, members must use the self-service pumps and only regular unleaded gasoline may be purchased.
2. Two types of Fuel and Maintenance Cards are available to members of the FHP.
  - a. The Vehicle Card – Assigned to a specific vehicle with the tag number embossed on the face of the card. Purchases for fuel,

car washes, oil changes and other authorized vehicle maintenance purchases of \$100 or less may be made on these cards. To utilize the card a prompt for the member's pin # and the vehicle odometer reading will be requested. Maintenance items, other than the above, must be approved by a supervisor.

- b. The Driver Card – Assigned to a specific individual with their name embossed on the face of the card. These cards will be issued to members in a supervisory capacity that are responsible for approving the repairs on subordinates' vehicles. Purchases for fuel and vehicle maintenance of less than \$1,000 may be made on these cards. To utilize the card the cardholder will be prompted to input the pin # and odometer reading.

The state Fuel and Maintenance Card will be used for all gasoline and oil purchased at commercial gas stations. Employees are to ensure that the state credit card will be accepted prior to any purchase.

- a. Members are to ensure the accuracy of the bill prior to signing the bill. Signatures that are not legible will have the member's name and ID number printed next to the signature.
- b. The bill should be itemized and list the FHP number and mileage of the vehicle.
- c. **NO** state sales tax is paid by the Division. Therefore, any bill showing sales tax will be returned to the member for remedy.
- d. State credit card bills will be submitted to the District Headquarters by the end of the workweek in which the purchase was made.
- e. Members are to ensure the Division receives all of the services/equipment it is charged for by the repair facility or gas station.